

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-35																																																																					
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Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name WCIT/WLA																																																																					
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2																																																																						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019																																																																						
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.																																																																											
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Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:																																																																					
Contracting Official Name Angela Lower <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:																																																																					

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 3-35

Title: Water Contaminant Information Tool (WCIT) and Water Laboratory Alliance (WLA)

Period of Performance: July 1, 2018 – June 30, 2019

Work Assignment Contracting Officer

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PWS Sections: 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2

Quality Assurance:

Tasks 1, 3, 4, and 7 in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP) for these tasks.

Tasks 2, 5 and 6 in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed for tasks 2, 5 and 6 of WA 2-35, consistent with the Agency's quality assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

Purpose:

The purpose of this work assignment is to support the implementation of the Water Laboratory Alliance (WLA), leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery.

To achieve this purpose, the contractor shall perform work under the tasks listed below.

Background:

This work is in response to Homeland Security Presidential Directive 9 (HSPD-9), which directed EPA to “build upon and expand current monitoring and surveillance programs to:

1. *Develop **robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality** that provide early detection and awareness of disease, pest or poisonous agents.*
2. *Develop **nationwide laboratory networks for...water quality** that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures.”*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative, now known as the Water Quality Surveillance and Response System (SRS) effort. To address the second major task under HSPD-9, EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and Water Sector with a national plan for analyzing a surge of drinking water and wastewater samples.

The intended audience for these efforts is the nation’s drinking and wastewater utilities as well as the environmental laboratory sector, which performs analytical services to support them. Specifically, this work assignment is designed to conduct tasks that will support the information sharing, coordination and recovery from drinking water and wastewater contamination events. In addition, it supports the Water Sector being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attacks and other hazards. Examples may include natural disasters, catastrophic events, impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

The work under this Work Assignment supports programmatic needs related to our national all-hazards homeland security responsibilities by supporting the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA’s *Strategic Plan: 2018 to 2022* and EPA’s *Homeland Security Strategy (2004)*. Under EPA’s *Strategic Plan*, reference is made to Goal 1 (Core Mission) Objective 1.2 (Provide for Clean and Safe Water), Subheading- Protect Human Health): **“Ensuring the security and preparedness of the nation’s drinking water supplies by implementing EPA’s national security responsibilities for the water sector”**. Under EPA’s *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

Partners and external offices or agencies which should be included in coordination are listed below, along with a description of the nature of their involvement:

- Office of Land and Emergency Management (OLEM), the lead Organization for EPA’s Environmental Response Laboratory Network (ERLN), of which the WLA is a component.
- Centers for Disease Control and Prevention (CDC), in order to leverage the CDC’s Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event.
- Representatives for the Food Emergency Response Network (FERN) from the U.S. Department of Agriculture (USDA) and the Food and Drug Administration (FDA) where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps.
- Other stakeholders including state health laboratories, state drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal

agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements.

WSD has worked with other partners to develop a suite of products, including tools and resources in support of the WLA. One of these tools is the draft Analytical Preparedness Self-Assessment (APS) Toolbox. This toolbox is designed to compile the suite of tools and resources developed by the WLA and its Water Security partners to increase analytical preparedness. The APS will provide external stakeholders with a unified platform describing the critical need addressed by each tool or resource as well as a “big picture” view of analytical preparedness. The draft APS contains a series of questions for the user to answer in order to receive a customized checklist of actionable recommendations that can be used to improve analytical preparedness upon implementation. The draft tool will be provided to the contractor as part of this Work Assignment to aid the design and development of an easily accessible web-based tool.

The purpose of the Water Contaminant Information Tool (WCIT) is to assist the Agency and the Water Sector in planning for and responding to drinking water contamination threats and incidents. As a planning tool, WCIT can be used to support vulnerability assessments, emergency response plans, and the development of site-specific response guidelines. As a response tool, WCIT can provide real-time information about specific water contaminants to inform decision makers about appropriate response actions. A secondary objective of the WCIT effort will be to identify data gaps for priority contaminants, which will in turn identify future research needs.

To achieve these objectives, the contractor shall be expected to populate WCIT with additional contaminants; coordinate or integrate WCIT with related EPA tools and programs including providing WCIT data for use with those tools; develop outreach and training materials and conduct training. This project provides programmatic support related to our national all hazards homeland security responsibilities by decreasing the time required to find crucial contaminant information that will be needed during water contamination response events. WCIT is used for exercise planning to determine relevant symptoms and toxicity levels that will occur in the exercise scenario, and to determine what analytical methodologies and water treatment will be needed during the response.

Scope of Work

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under the WA 3-35, the WACOR will provide the contractor electronic copies of the tools and resources for the contractor to perform the following tasks:

Task Detail:

Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-35. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed for task(s) 2, 5 and 6 of WA 2-35.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the CL-COR and WACOR if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract Level Quality Assurance Project Plan (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CL-COR via e-mail.

Deliverables: Work plan, monthly progress and financial reports.

Task 1 – Analytical Preparedness Self –Assessment (APS)

The contractor shall continue efforts to finalize the online APS tool by addressing minor comments provided by EPA. In addition, the contractor will continue to work with EPA to ensure the tool is uploaded and successfully launched on EPA's platform (Drupal).

Anticipated LOE for this task is: 100 hours

Deliverables: Finalized APS Toolkit deployed on the EPA website.

Task 2 – WCIT Data Population

Originally WCIT was conceptualized as a tool for utilities to use both for pre-planning, to understand the "landscape" of threats, and as a resource during emergency response to retrieve contaminant data. Because of this, the original contaminants in WCIT were selected from EPA's list of priority contaminants. As WCIT expanded, additional contaminants were selected for inclusion based on other factors. EPA will provide the contractor with a list of the contaminants expected to be included in the database in the future, and provide updates to this list as necessary. Information from already existing tools will be leveraged to avoid unnecessary research (e.g. Contaminant Candidate List (CCL), the Unregulated Contaminant Monitoring Rule (UCMR), NHSRC's Threat Ensemble Vulnerability Assessment (TEVA) modeling tool, SERRA (Support for Environmental Rapid Risk Assessment) Database, and the contamination warning system simulation model being developed under WSD's Water Quality Surveillance and Response System (SRS) initiative. Based on written technical direction from the EPA WACOR, the contractor shall provide support of the data population effort. Examples include, but are not limited to:

- Updating the Data Population plan if requested by EPA
- Developing a Standard Operating Procedure for coordinating expert reviews of data to be added to the WCIT Database
- Providing information per the request of EPA WACOR for potential additional contaminants to add to WCIT
- Leveraging existing tools to support analysis of potential additional contaminants.
- Updating contaminant profiles with new information from recent journal articles and other technical publications. Some profiles have not been updated since 2005.

- Populating data in WCIT for contaminants identified by the EPA WACOR. For planning purposes, it may be assumed that up to 4 new contaminant profiles or full profiles expanded from Lab Methods” profiles will be generated during the option year.
- Update data for previously populated contaminants, as outlined in the WCIT population plan. For planning purposes, it may be assumed that data may be updated for up to 10 contaminants, in 3-4 subject areas each. Such updates would include the facilitation of a peer or expert review group for these data updates.
- Facilitating expert workgroup reviews.
- Recommending new expert reviewers.
- Drafting invitations, agendas, review charges, reminders, letters of gratitude, and other materials in support of the expert workgroup reviews.
- Keeping updated spreadsheets of current and former WCIT expert reviewers, their contact information, expertise, and any additional information that is relevant.
- Providing logistical support for the workgroups and reviewers, consistent with contract requirements. Travel and appropriate compensation shall only be provided to those reviewers with consultant agreements verifying their input into the effort under the requirement. The contractor shall, in consultation with the EPA WACOR, develop a method to verify and track the reviewer submissions, and provide documentation to EPA confirming that payment was disbursed to the reviewers.
- Developing meeting or comment summaries, along with recommended actions and their associated cost and schedule implications. These summaries might follow a formal review, a meeting that the contractor attends, or other instances where users have provided feedback.
- Compiling, reviewing, and responding to comments by the expert workgroup.
- Updating WCIT data based on EPA’s review of the expert workgroup comments and the contractors’ response to comments.
- Revising the WCIT population plan or Data Population Quality Assurance Project Plan as needed.
- Inserting Provisional Advisory Level (PAL) information for up to 20 contaminants provided by the Office of Research and Development as directed by EPA WACOR.
- Ensuring consistency between the lab methods listed in WCIT and EPA’s Selected Analytical Methods for Environmental Remediation and Recovery (SAM)

Deliverables:

- Updated Data population plan, if requested by EPA.
- SOP for conducting expert reviews of data to be added to WCIT.
- Provide information requested by EPA for specific contaminants that may potentially be added to the WCIT.
- Populate WCIT with new contaminant profiles developed in accordance with the population plan after approval by EPA. For the purpose of developing the Work Plan, it may be assumed that two complete profiles for new contaminants and two expansions of “Lab Methods” profiles (a total of up to 4 new WCIT profiles) will be added to the WCIT database during the option period.
- Update contaminant profiles for contaminants selected by the WACOR. For the purpose of developing the Work Plan, it may be assumed that updates up to 10 profiles will be made in 3 – 4 subject areas each.
- Deliver meeting minutes and response to comments for expert reviews, as needed.
- WCIT Population Plan or Data Population QAPP as needed.

Task 3 – Integration of WCIT with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

The purpose of integrating WCIT with other EPA tools is two-fold. Leveraging existing data systems managed by EPA is an efficient use of EPA resources. In addition, integrating WCIT with other sources ensures that the data across EPA tools is consistent. The extent and method of integration with each tool will be determined on a case-by-case basis.

The information for some data used in WCIT is, or will be, available from databases developed and housed outside of the Water Security Division (WSD). The measurement of success will be the number of WCIT profiles that reflect the final study reports published by NHSRC. Most of these publications appear to be relevant to wastewater and infrastructure decontamination. The following are some potential examples:

- The environmental methods for contaminants of security concern can be obtained from the National Environmental Methods Index (NEMI) database.
- Laboratory resources can be obtained from the Laboratory Compendium,
- Treatment methods are listed in the Treatability Database under development by EPA's Office of Research and Development (ORD),
- Toxicity information may from the prototype Emergency Consequence Assessment Tool (ECAT) under development by ORD,
- Chemical warfare agent (CWA) data are compiled in ORD's Chemical-Biological Helpline (CB-Helpline)
- National Homeland Security Research Center (NHSRC) Contaminant Data Dictionary,
- NHSRC Support for Environmental Rapid Risk Assessment (SERRA),
- Technology data developed by ORD's Technology Testing and Evaluation Program (TTEP).
- WCIT may also be integrated into the National Decontamination Portfolios under development by the Office of Land and Emergency Management (OLEM) and
- The OSC toolbox.

Besides relying upon other EPA tools for certain data, WCIT also provides support for several EPA water security initiatives. Examples include the WSD's emergency response training and EPA's contamination monitoring work in support of Homeland Security Presidential Directive-9. In addition, several of the other EPA tools require information from WCIT.

The contractor, per EPA WACOR written technical directions, shall work with WSD personnel to promote WCIT and other WSD web sites and tools. The contractor shall identify what parts of WCIT could reference and have linkages to other WSD tools (e.g., URL links), as well as suggesting how other tools may be able to link to WCIT.

Under this task, and per EPA WACOR written technical direction, the contractor's duties shall include, but are not limited to:

- Review existing EPA tools and assess their potential for integration with WCIT. Examples may include the Compendium of Environmental Testing Laboratories (Laboratory Compendium), Water Quality Treatability Database, Route to Resilience, or NHSRC's Environmental Sampling and Analytical Methods (ESAM).
- Provide written documentation describing options and recommendations for tool integration.
- Determine where URL links could be inserted into WCIT to promote other WSD web tools.

Deliverables:

- A detailed evaluation on the various EPA tools designed to address the contaminants of concern

for water security. Some items to be addressed would be the need to identify the uses of these tools, audience for the tools, and overlap in efforts between databases.

- Outlined options and recommendations for integration of WCIT with other EPA tools. This will be worked on after the detailed evaluation has been compiled on the databases such that the data fields and audience have been identified for each of the databases.
- Recommendations to integrate and support data consistency with other EPA water security tools.
- Provide requested WCIT data to other EPA water security tools as requested by the EPA WACOR.

Task 4 – WCIT Outreach, Communication, and Training Support

In order for WCIT to be a useful tool, its intended audience must be aware of its availability, its value and benefits, and must understand how to use it. The purpose of this task is to provide outreach, communication, and training support for WCIT. The measurement of success for this task will be to deliver at least 10 hands on trainings to our target audiences. These will be conducted by conference call, and the participants will follow the trainer while logged onto WCIT.

If requested by the EPA WACOR, the contractor shall implement up to 2 voluntary WCIT exercises during the option year. During these voluntary exercises (administered by email), each WCIT registrant will receive a mock drinking water contamination scenario, with a list of technical questions that can be answered by using WCIT.

The eligible users of WCIT may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall support additional and targeted outreach to the potential new community of WCIT users.

The EPA WACOR may task the contractor to carry out the following activities, or others in support of these tasks that support the general scope of this work assignment:

- Develop articles, fact sheets, press releases, newsletters, trifolds, presentations, and other outreach materials.
- Develop training and training evaluation materials.
- Provide support for WCIT training, including webcasts.
- Conduct and/or facilitate training and/or webcasts. This could be independent training or it could be associated with another course, meeting or conference.
- Identify relevant existing courses and conferences to which WCIT could be added, and coordinate the addition of WCIT. These courses may be conducted by EPA or by any of the WCIT audience members.
- Coordinate with other training coordinators to incorporate WCIT into their training. This includes soliciting feedback on WCIT from course participants.
- Revise the existing WCIT communication strategy as appropriate. Update the outreach and communication plan, so that it covers a two-year time frame as often abstracts are requested six or more months in advance of a meeting or workshop.
- Update the WCIT Training PowerPoint presentation so that it may be presented at live training that can be presented at national, regional or local meetings to train utility, laboratory, or emergency response personnel on the uses of WCIT. The training would introduce users to the function of WCIT, how to use WCIT during a possible contamination incident, and how to use WCIT for planning purposes. The presentation should include notes and scripts so that it can be presented by EPA, the contractor, or other personnel in a variety of settings. This training could be incorporated into the WLA training center, or a similar location.

- Update the web-based training that would be available through the EPA website. This web-based training will provide WCIT training, freely available to a broad audience as their schedules permit.

The most likely deliverables from these activities are the following:

Deliverables:

- Announcements of planned WCIT Exercises sent to each WCIT registrant. If conducted, these exercises will likely be conducted via email, containing a scenario and related questions that can be answered using the information in WCIT.
- Electronic newsletters to current WCIT users and those on the e-mail distribution list for WCIT updates if requested by EPA.
- Updated WCIT Fact Sheet as appropriate with discussion of recent tool enhancements and data additions per EPA WACOR direction.
- A WCIT technical paper for submission to a technical journal, with an approximate length of ten double-spaced pages in Microsoft Word.
- Coordination with other trainings to incorporate WCIT as appropriate.
- Presentation materials for meetings and briefings to be attended by EPA, the contractor, and others presenting on WCIT. The audience for each meeting or briefing will be identified by technical direction. Updates to WCIT can occur, which will require modifications to the standard presentation available for WCIT. Assume 5 presentations will be required, but that each presentation will only be a revision of the current presentations being used.
- Updated WCIT outreach and communication plan for FY19.
- Updated meeting-based PowerPoint presentation to reflect the most recent modifications to WCIT.
- Updated web-based WCIT training.

Task 5 – Maintenance, Registration and Enhancements to the WCIT Database

The contractor shall maintain the WCIT database for all registered users, including any additional users who were a part of National Environmental Methods Index (NEMI) and who must now be transferred to WCIT. The measurement for success of this task is the continuous running of WCIT, timely registrations for 90% of requests received, and 95% resolution of any problems identified (e.g., invalid links). The contractor shall also make system modifications as directed by the EPA WACOR that are necessary to allow for better accessibility of the database. Maintenance and modifications to the database will be an ongoing task and are necessary to keep the WCIT database easily accessible and to address any concerns that users may have when using the database. In addition, EPA is required to update the WCIT security plan and populate and maintain the Automated System Security Evaluation and Remediation Tracking (ASSERT) database under the Federal Information Security Management Act (FISMA) as well as to update the OW Registry of EPA Applications and Databases (READ). These tasks shall be completed as part of the maintenance of the WCIT database. The contractor must be available for handling the registration and processing of user applications as outlined in the WCIT access protocol and to respond to technical difficulties, including comments sent to the WCIT feedback mailbox (hosted at EPA). EPA's protocol for user approval may need revision as directed by the EPA WACOR, which shall require making appropriate changes to the interface to accommodate these changes. The contractor shall respond directly to user questions and technical difficulties as needed, and must copy the WACOR on all correspondence. The monthly progress report shall summarize these support activities.

The following are all possible initiatives for this work assignment. Implementation of tasks shall be in accordance with technical direction and consistent with Program priorities.

- If directed by the EPA WACOR, the WCIT eligible user identity may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall continue registration protocols as defined by the WCIT access protocol.
- The contractor shall update invalid links when identified (e.g., as occurred in the WCIT Evaluation Report, April 2010). Most of invalid links are usually related to external websites, and some are related to typographical errors in entering Web addresses.
- An update of the sampling and analysis tables in WCIT is needed as part of the maintenance. The analytical methods are critical to detection as well as measurement of treatment and decontamination effectiveness. Accurate information is critical for WCIT users to appropriately plan for or respond to a contamination event.
- Updates of the Fate and Transport and Infrastructure Decontamination tables in WCIT are needed to best facilitate the implementation of a decontamination strategy. WCIT shall be updated to include fate and transport information of chemical, biological and radiological agents, residuals, and decontamination agents in the environment and in chlorinated drinking water and wastewater systems. Current WCIT contaminant information containing expert judgments on fate and transport shall also be updated with empirical data.
- The contractor also shall update WCIT to disseminate near-term practical decontamination solutions to utilities as part of the implementation of the decontamination strategy. This will be accomplished by updating WCIT to provide information on using traditional techniques (i.e., those in routine use by utilities) for non-traditional contaminants, and to provide information on the efficacy of pipe cleaning aids, such as NSF-60-certified products, on the decontamination of infrastructure.
- The contractor shall determine if there are WCIT users that are no longer eligible for WCIT membership. Some users may have moved to a new employer or retired, and may not work for an organization that is allowed access to WCIT. All WCIT users shall be emailed at their place of employment to determine whether they are still employed there. Several rounds of follow up communication may be required, and the responses shall be tracked on a spreadsheet.
- Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs, and shall be within the general scope of this work assignment.

Deliverables (as requested by EPA):

Maintenance:

- Maintenance of the WCIT database for the more than 3,400 registered users. Any potential system modifications will be coordinated with the EPA WACOR.
- Identifying and updating invalid links in the WCIT database.
- Providing requested scientific or technical expertise or logistical support as requested by EPA.

Registration:

- Registration of new WCIT users as defined in the WCIT access protocol; focus on expanding membership among scientific staff at the 400 largest utilities, state responders, and EPA Water Teams.

Enhancements to the Database:

- Assistance implementing required security protocols and access protocols.
- Updated WCIT security plan; ASSERT database, OW READ, and other IT system applications that are required by the OW and/or EPA. Timing of the updates to the IT applications will be established by each application.

Task 6 – Quality Assurance Review of the WCIT Database

The contractor shall review the profiles in WCIT for completeness, accuracy and consistency with referenced source material. Of the 810+ contaminant profiles currently in WCIT, ~108 are full profiles, with multiple categories of information. The remainder contains only identification information and available laboratory methods. Since WCIT was launched in 2005, the available laboratory methods for the included contaminants may have changed. During this review, the contractor shall also update the available laboratory methods for the profiles.

Task 7: Training for State Laboratories and Water Utilities

The contractor shall provide support to familiarize WLA member laboratories, WLA users, and Water Sector stakeholders, such as first responders and emergency managers with WLA response procedures, analytical methods, sample handling recommendations, data reporting, and supporting tools. In an effort to reach a wide and diverse WLA audience to the greatest extent possible, any training courses or tools developed shall be created using a web-based format to allow for maximum use and accessibility. Progress shall be measured by the number of individuals and organizations that access and receive notice of availability of the tools and training courses regarding the WLA. The training program shall ensure that WLA member laboratories and Water Sector stakeholders can take advantage of the benefits of the WLA, and operate effectively in the event of a water contamination incident involving a biological, chemical, or radiochemical contaminant. The contractor shall assist with the facilitation of webinars and in-person trainings covering the WLA preparedness tools and resources. Course format will vary depending upon on the topic and intended audience. Course topics fall into four categories:

- WLA Process
- Methods
- Sample Handling
- Supporting Tools

Anticipated Travel (Location TBD)

- August – (1 contractor personnel)
- October – (1 contractor personnel)
- January – (1 contractor personnel)
- April/May – (1 contractor personnel)

Selection and prioritization of trainings will be determined by the WLA team. Additional insight into the need for trainings and prioritization of topics will be gathered through discussions with the EPA Regions, WLA Liaisons, the Association of Public Health Laboratories' (APHL) Environmental Laboratory and Science committee, WSD Partners, and WLA Security Summit attendees.

Providing incentives for participation in trainings is a central component to eliciting participation in the WLA Training Program.

Specific activities required to meet this objective include:

- A. Support for the WLA Training Center's Webcast Series.** This may include any of several activities related to preparing and conducting webcasts, such as:
- providing requested assistance in facilitating the webcasts
 - preparing post-webinar reports including a list of participants, compiled responses to polling questions, and webinar chat transcripts.

Currently planned webcast topics include:

- i. **WLA Response Plan Tabletop Exercises** (up to 4 webcasts during the option year) based on the current scenario, and developing at least one new scenario involving a natural disaster or accidental chemical release.
- ii. **Continuity of Operations (COOP) Template Trainings** (up to 4 webcasts during the option year). This webinar is planned to be revised to make the format more interactive, and incorporate case studies.
- iii. **Sampling Guidance for Unknown Contaminants** (up to 4 webcasts during the option year)
- iv. **Accessing Laboratory Support Interactive Resource** (1 webcast during the option year)
- v. **Analytical Preparedness Full-Scale Exercise Toolkit** (up to 4 during the option period)

B. Planning and facilitating in-person trainings on WLA products or resources, as requested by EPA. The contractor shall assume that EPA will ask for assistance arranging logistics for and facilitating in-person trainings, but not for developing content for these trainings.

Special Reporting:

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for the approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Travel

The contractor shall anticipate up to four (4) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 7B, as well EPA's Mission to protect human health and the environment.

Schedule of Deliverables:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and QA supplemental (APS)	According to contract.
	PQAPPs for Tasks 2, 3, and 6	According to contract.
	Monthly progress reports	Monthly
Task 1: Analytical Preparedness Self-Assessment		
	Finalized APS Toolkit deployed on EPA website	TBD via written Technical

		Direction
Task 2: WCIT Data Population		
	Updated Data Population Plan for WCIT	Within 30 days of technical direction, if requested by EPA
	Documented procedure for expert or peer review of content to be added to the WCIT database (edits to existing profiles, addition of new profiles)	Within 30 days of Technical Direction, if requested by EPA
	Data for population of the WCIT database (new profiles, edits to existing profiles, or completion of partial profiles)	TBD
	Initial Draft of contaminant profiles or updated contaminant data	According to TD, no later than 60 days after technical direction
	Response-to-comments document	According to TD, no later than 30 days after receipt of reviewer comments
	Revised response-to-comments document	According to TD, no later than 30 days after receipt of EPA revisions.
	Materials such as invitations, agendas, review charges, thank you letters or other materials in support of expert/peer review	According to TD, no later than 30 days after technical direction
	Updated list of expert/peer reviewers	Ongoing
	Meeting or content summaries following meetings with users or reviewers	1 week after each meeting.
	Response to comments reports following receipt of feedback from reviewers or work groups	2 weeks after each meeting.
	Incorporation of PALs information provided by ORD	If requested by EPA, NLT June 30, 2019
Task 3: Integration of WCIT with other EPA or Water Sector Partner Tools, Data Consistency, and Data Requests		
	Evaluation of Water Security Tools for Integration with WCIT	If requested by EPA, NLT September 30, 2018
	Recommendations for integration of WCIT with other Water Security Tools or databases.	If requested by EPA, NLT December 31, 2018
	Coordination with the developers of new and existing tools to integrate them with WCIT.	If requested by EPA, NLT March 31, 2019
	Updated documentation	If requested by EPA, NLT June 30, 2019
Task 4: Outreach, Communication and Training Support		
	Outreach materials including fact sheets, articles, press releases	According to TD, no later than 30 days after technical direction
	Updated WCIT Training Presentations for training webcasts and conference calls.	According to TD, no later than 30 days after technical direction
	Summary report containing participant information, polling question responses and chat	1 week after each training.

	transcripts from up to 12 WCIT trainings, if requested.	
	Abstracts and Presentations for conferences or professional meetings.	According to TD, no later than 30 days after technical direction
	Draft technical paper for publication	If requested by EPA, NLT June 30, 2019
	Revised WCIT communication strategy.	If requested by EPA, NLT June 30, 2019
Task 5: Maintenance, Registration and Enhancements to the Database		
Maintenance of the WCIT database and website		
	Identified and updated invalid links in the WCIT database	Twice during the performance period: December 31, 2018 and June 30, 2019
	Scientific and technical expertise or logistical support	TBD
Registration		
	Processed registration requests and inquiries	Throughout the option period as such requests occur
Enhancements to the WCIT Database		
	Assistance implementing required security protocols	As necessary throughout the option period
	Modifications and updates to the tool in order to meet Agency requirements as needed	Within schedules established by Technical direction from EPA.
	Revisions to WCIT Access Protocol, if requested	To be Determined (TBD)
Task 6: Quality Assurance Review of the WCIT Database		
	Plan/Schedule for review of existing WCIT Profiles,	October 31, 2018
	List of suggested revisions for WCIT profiles	As specified in the plan/schedule; NLT June 30, 2019
	Revised/updated profiles posted to WCIT	As directed by EPA WACOR; NLT June 30, 2019.
Task 7: Training and Tool Development for State Laboratories and Water Utilities		
Task 7A: Training Center Webcast Series		
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for WLA webcasts	1 week after each webinar
Task 7B: In-person trainings for WLA tools and resources		
	New WLA-RP TTX Presentation including at least one new scenario (natural disaster or accidental chemical release)	June 30, 2019

Miscellaneous:

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name WCIT/WLA				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 1 to Cadmus (EP-c-15-022) WA 3-35 is to raise the NTE ceiling to \$350,000. The ceiling on Task 2 will be raised by \$10,000 to a total of \$97,429, Task 5 will be raised by \$20,000 to a total of \$57,425 and Task 7 will be raised by \$20K to a total of \$45K.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,845						
09/01/2015 To 06/30/2019										
This Action:				0						
Total:				3,845						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name George Gardenier							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3333			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Angela Lower							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2036			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-36			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Communic & Interdepend Support			
Contractor Cadmus Group LLC, The				Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 07/01/2018 To 06/30/2019					
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
09/01/2015 To 06/30/2019				0					
This Action:				2,150					
Total:				2,150					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Nushat Dyson <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4674 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Angela Lower <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Contract: Cadmus EP-C-15-022

Work Assignment: WA 3-36

Work Assignment Contracting Officer Representative (WACOR):

Name: Nushat Dyson
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: Karen Edwards
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Period of Performance: July 1, 2018 – June 30, 2019

Title: Water Security Communications and Interdependencies Support

PWS Sections: 7.0, 7.1, 7.2, 7.3, 7.4

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complimentary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *FY 2018-2022 EPA Strategic Plan to ensure the security and preparedness of the nation's drinking water supplies* by implementing EPA's national security responsibilities for the water sector.

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and

wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted under EP-C-15-022 WA 2-36. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is

not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four Water Security Partners meetings and six regional call meetings. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for and if necessary, staff WSD's exhibit booth. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms. The contractor will provide support for up to 22 conferences and exhibits which may include booth reservation, coordination with exhibition support group, speaking, organizing and shipping of all booth materials.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

The contractor will also develop an enhanced marketing strategy using the data from all outreach sources to identify ways to optimize WSD's outreach efforts and increase impacts within the Sector. The contractor will use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.

Deliverables:

1. Social Media Packages (5)
2. Videos (1)
3. Conferences & Exhibits (22)
4. Webinars (4)
5. Conversation Starters for New Products (3)
6. Images for materials (30)
7. Infographics, etc. (5)
8. Partners Meeting Support (4)
9. Regional Call Support (6)

10. Lessons-Learned Sharing Program (1)
11. Tableau Outreach Dashboard
12. Strategic Marketing Plan

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD will provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

Deliverables:

1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 business days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports 1. Work Plan 2.Monthly Progress and Financial Reports	According to Contract

Task 1: Multi-Sector Interdependencies: Raising the Profile of the Water Sector <ol style="list-style-type: none"> 1. Social Media Packages (5) 2. Videos (1) 3. Conferences & Exhibits (22) 4. Webinars (4) 5. Conversation Starters for New Products (3) 6. Images for materials (30) 7. Infographics, etc. (5) 8. Partners Meeting Support (4) 9. Regional Call Support (6) 10. Lessons Learned Sharing Program (1) 11. Outreach Dashboard 12. Strategic Marketing Plan 	<ol style="list-style-type: none"> 1. Bi-annual 2. Quarterly 3. Upon technical direction 4. Upon technical direction 5. Upon technical direction 6. Quarterly 7. Upon technical direction 8. Upon technical direction 9. Upon technical direction 10. Quarterly 11. Upon technical direction 12. Upon technical direction
Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 	<ol style="list-style-type: none"> 1. Upon technical direction
Task 3: Vault Room <ol style="list-style-type: none"> 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements 	<ol style="list-style-type: none"> 1. Upon technical direction

Missing Sections

VI. REPORTING REQUIREMENTS

Monthly Progress Reports

Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are covered by EPA Order 1900.3 and do not require EPA Form 5170. None of the events will cost \$20,000 or more.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508-compliance.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-36				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Communications & Interdependen				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-36 is document a NTE ceiling increase authorized by the CO on 1/29/2019 of \$200,000 and now to increase the NTE ceiling to \$275,000.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,150						
09/01/2015 To 06/30/2019										
This Action:				0						
Total:				2,150						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Nushat Dyson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4674			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Angela Lower							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2036			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-36				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Water Security Communications				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment is to provide clarity surrounding contractor travel and the facilitation of strategic planning meetings under this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 2,150				
09/01/2015 To 06/30/2019										
This Action:						281				
Total:						2,431				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Nushat Dyson						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-4674				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Angela Lower						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 513-487-2036				
						FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Contract: Cadmus EP-C-15-022

Work Assignment: WA 3-36

Work Assignment Contracting Officer Representative (WACOR):

Name: Nushat Dyson
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: Karen Edwards
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Period of Performance: July 1, 2018 – June 30, 2019

Title: Water Security Communications and Interdependencies Support

PWS Sections: 7.0, 7.1, 7.2, 7.3, 7.4

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complimentary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *FY 2018-2022 EPA Strategic Plan to ensure the security and preparedness of the nation's drinking water supplies* by implementing EPA's national security responsibilities for the water sector.

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and

wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted under EP-C-15-022 WA 2-36. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is

not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four Water Security Partners meetings and six regional call meetings. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for and if necessary, staff WSD's exhibit booth. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms. The contractor will provide support for up to 22 conferences and exhibits which may include booth reservation, coordination with exhibition support group, speaking, organizing and shipping of all booth materials.

The contractor may be tasked to travel to up to three conferences during the performance period.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

The contractor will also develop an enhanced marketing strategy using the data from all outreach sources to identify ways to optimize WSD's outreach efforts and increase impacts within the Sector. The contractor will use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.

The contractor may be tasked with facilitating team strategic planning meetings for the upcoming fiscal year and delivering a summary document based on the facilitation.

Deliverables:

1. Social Media Packages (5)
2. Videos (1)
3. Conferences & Exhibits (22)
4. Webinars (4)

5. Conversation Starters for New Products (3)
6. Images for materials (30)
7. Infographics, etc. (5)
8. Partners Meeting Support (4)
9. Regional Call Support (6)
10. Lessons-Learned Sharing Program (1)
11. Tableau Outreach Dashboard
12. Strategic Marketing Plan
13. Travel to conferences for exhibit and presentation (3)
14. Strategic Planning Meeting Facilitation and Summary Document (1)

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD will provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the

WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

Deliverables:

1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 business days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
--------------------	--------------------------

<p>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</p> <ol style="list-style-type: none"> 1. Work Plan 2. Monthly Progress and Financial Reports 	<p>According to Contract</p>
<p>Task 1: Multi-Sector Interdependencies: Raising the Profile of the Water Sector</p> <ol style="list-style-type: none"> 1. Social Media Packages (5) 2. Videos (1) 3. Conferences & Exhibits (22) 4. Webinars (4) 5. Conversation Starters for New Products (3) 6. Images for materials (30) 7. Infographics, etc. (5) 8. Partners Meeting Support (4) 9. Regional Call Support (6) 10. Lessons Learned Sharing Program (1) 11. Outreach Dashboard 12. Strategic Marketing Plan 13. Travel to conferences for exhibit and presentation (3) 14. Strategic Planning Meeting Facilitation and Summary Document (1) 	<ol style="list-style-type: none"> 1. Bi-annual 2. Quarterly 3. Upon technical direction 4. Upon technical direction 5. Upon technical direction 6. Quarterly 7. Upon technical direction 8. Upon technical direction 9. Upon technical direction 10. Quarterly 11. Upon technical direction 12. Upon technical direction 13. Upon technical direction 14. Upon technical direction
<p>Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders</p> <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 	<ol style="list-style-type: none"> 1. Upon technical direction
<p>Task 3: Vault Room</p> <ol style="list-style-type: none"> 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements 	<ol style="list-style-type: none"> 1. Upon technical direction

Missing Sections

VI. REPORTING REQUIREMENTS

Monthly Progress Reports

Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are covered by EPA Order 1900.3 and do not require EPA Form 5170. None of the events will cost \$20,000 or more.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508-compliance.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-36				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name Communications & Interdependen				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 3-36 is to increase the NTE ceiling to \$350,000.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,431						
09/01/2015 To 06/30/2020										
This Action:				0						
Total:				2,431						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Nushat Dyson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4674			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Kathleen Rechenberg							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2853			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-36				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name Communications & Interdependen				
Contractor Cadmus Group LLC, The				Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 07/01/2018 To 06/30/2019						
Comments: The purpose of this amendment 4 to Cadmus (EP-C-15-022) WA 3-36 is to add a training video using Adobe Captivate to highlight how to use the online certification system for America's Water Infrastructure Act Section 2013 compliance and to develop the AWIA Training Materials for AWIA Section 2013 In-person Training										
<input type="checkbox"/> Superfund				Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund		
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2020				2,431						
This Action:				0						
Total:				2,431						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Nushat Dyson <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4674 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Kathleen Rechenberg <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)
AMENDMENT 4**

Contract: Cadmus EP-C-15-022

Work Assignment: WA 3-36

Work Assignment Contracting Officer Representative (WACOR):

Name: Nushat Dyson
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: Karen Edwards
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Period of Performance: July 1, 2018 – June 30, 2019

Title: Water Security Communications and Interdependencies Support
PWS Sections: 7.0, 7.1, 7.2, 7.3, 7.4

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complimentary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *FY 2018-2022 EPA Strategic Plan to ensure the security and preparedness of the nation's drinking water supplies* by implementing EPA's national security responsibilities for the water sector.

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and

wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted under EP-C-15-022 WA 2-36. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is

not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four Water Security Partners meetings and six regional call meetings. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for and if necessary, staff WSD's exhibit booth. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms. The contractor will provide support for up to 22 conferences and exhibits which may include booth reservation, coordination with exhibition support group, speaking, organizing and shipping of all booth materials.

The contractor may be tasked to travel to up to three conferences during the performance period.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

The contractor will also develop an enhanced marketing strategy using the data from all outreach sources to identify ways to optimize WSD's outreach efforts and increase impacts within the Sector. The contractor will use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.

The contractor may be tasked with facilitating team strategic planning meetings for the upcoming fiscal year and delivering a summary document based on the facilitation.

The contractor will develop a training video using Adobe Captivate to highlight how to use the online certification system for America's Water Infrastructure Act Section 2013 compliance.

Develop the AWIA Training Materials for AWIA Section 2013 In-person Training to be held in the regions in the fall.

Deliverables:

1. Social Media Packages (5)
2. Videos (1)
3. Conferences & Exhibits (22)
4. Webinars (4)
5. Conversation Starters for New Products (3)
6. Images for materials (30)
7. Infographics, etc. (5)
8. Partners Meeting Support (4)
9. Regional Call Support (6)
10. Lessons-Learned Sharing Program (1)
11. Tableau Outreach Dashboard
12. Strategic Marketing Plan
13. Travel to conferences for exhibit and presentation (3)
14. Strategic Planning Meeting Facilitation and Summary Document (1)
15. Adobe Captivate Training Video (1)
16. AWIA In-Person Training Materials

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD will provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the

Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

Deliverables:

1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 business days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports 1. Work Plan 2. Monthly Progress and Financial Reports	According to Contract
Task 1: Multimedia Outreach to Water Sector & Key Stakeholders 1. Social Media Packages (5) 2. Videos (1) 3. Conferences & Exhibits (22) 4. Webinars (4) 5. Conversation Starters for New Products (3) 6. Images for materials (30) 7. Infographics, etc. (5) 8. Partners Meeting Support (4) 9. Regional Call Support (6) 10. Lessons Learned Sharing Program (1) 11. Outreach Dashboard 12. Strategic Marketing Plan 13. Travel to conferences for exhibit and presentation (3) 14. Strategic Planning Meeting Facilitation and Summary Document (1) 15. Adobe Captivate Training Video (1) 16. AWIA In-Person Training Materials	1. Bi-annual 2. Quarterly 3. Upon technical direction 4. Upon technical direction 5. Upon technical direction 6. Quarterly 7. Upon technical direction 8. Upon technical direction 9. Upon technical direction 10. Quarterly 11. Upon technical direction 12. Upon technical direction 13. Upon technical direction 14. Upon technical direction 15. June 30, 2019 16. Upon Technical Direction
Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector 1. Community-Based Water Resiliency Online Training (1)	1. Upon technical direction

Task 3: Vault Room 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements	1. Upon technical direction
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Missing Sections

VI. REPORTING REQUIREMENTS

Monthly Progress Reports

Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are covered by EPA Order 1900.3 and do not require EPA Form 5170. None of the events will cost \$20,000 or more.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR

and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508-compliance.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.
